



IOWA – EIP Assessment Implementation and Migration Weekly Project Status Report

Weekly Status Report

Submitted by: Wes Hunsberger – Chair Week Ending: December 17, 2004
Mark A. Peterson, Kevin Williams – Coeur facilitation

PROJECT STATUS

Overall Project Status Level

Yellow

ACTIVITIES PERFORMED DURING THE PERIOD

- Conduct project implementation workshops
 - Week 2, "flesh out" activities including:
 - Review of Service Delivery model

#	Initiative	Chair	Facilitator	Alternate
1	Governance	Hunsberger	Peterson	Williams

- Risk
- Prioritize activities
- Implications
- Event horizon
- Culture
- Implementation cost
- Information Needed From IOWA for Next Reporting Period

The Governance Implementation and Migration Planning Team convened for its second session Tuesday December 14th.

Team members include:

Name	Department	
Wes Hunsberger	DAS-ITE	Chair
Sandra Glenn	ITC	Present
Duane Jamison	Dept of Defense	Present
Rich Jacobs	IDR	Present
Jane Barto	IWD	Not Present
Dale Anthony	DPH	Not Present

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Christian Gurney	ITC	Present
Nancy Richardson	DOT	Present
Dave Heuton	DPS	Present
Greg Wright	Veterans Home	Present
Keith Greiner	College Student Aid	Present
Timothy Lapointe	ITC	Present
John Gillispie	DAS-ITE/ICN	Present
Mark Peterson	Coeur Group	Facilitator
Kevin Williams	Coeur Group	Facilitator

A quick overview of the “Service Provider” organization model selected by the Governor as the move forward position was discussed. The team reviewed the listing of action items developed at the previous session.

The team reviewed the mission statement and ratified changes as shown below:

The Mission of the Governance Implementation & Migration Planning Team was constructed and is as follows:

The Technology Governance Implementation & Migration team will provide a design and an implementation plan for the establishment of the Technology Governance Board for approval by the Governor.

The implementation plan will enable development of a Technology Governance Board that will establish and administer key processes that will evaluate and prioritize statewide IT spending and project requests.

The team reviewed all activities with interactive discussion. Fourteen (14) specific activities were defined and categorized. A full review of these activities took place. Actions to complete the Individual Activity write-ups were assigned by the team chair. Completed individual activity write-ups are due to the Chair by end of business on Thursday, December 16, 2004. As of Thursday AM, 10 of 14 have been received

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After fully review of each of these activities, defining the priorities, risk, cost and timeframes to complete, the team took the assignment to complete individual write-ups.





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PROBLEMS, CONCERNS AND RECOMMENDATIONS

1. The team has developed a good list of key activities, however has not progressed forward in the allotted timeframes during the sessions.
2. Team members were given individual assignments due 12/16 directed at finishing up the week's work. All items have been completed and returned by Close of Business on 12/16/04.
3. Parking Lot Issues:
 - Questions arose concerning cost savings listed in the EIP report and whether they were based on national benchmark averages. It was clarified by Coeur Group that the potential cost savings defined in the EIP report were in fact based on Iowa's specific technology categories and are not average benchmarks.
 - Questions regarding the continuance of certain customer councils were discussed. Due to the change of funding flows and project approvals via the Technology Governance Board, do some customer councils such as ITC need to continue once Governance is in place, since many of the elements addressed by ITC will be incorporated into the Technology Governance Board? Further discussion indicated that the Technology Governance Board would actually have authority over spend plan approvals which (as an example) the ITC does not have.

ACTIVITIES SCHEDULED FOR NEXT WEEK

- Week 3 – draft presentation package

Next Session: December 20, 2004 at 8:30 AM.

The agenda for next Monday's session is included below.

Project Workshop December 20th		
Time	Agenda Item	Assignment
8:30 – 9:30	Review Activity Sheets for accuracy	All
9:30 – 9:50	Review timeline & cost for consensus	All
10:00 – 10:20	Review Coeur provided draft of the "Technology Governance Board Mission Statement" (not this team's, but the to be formed Board's Mission	All

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	statement based on define activities as listed)	
10:20 – 11:15	Share preliminary report draft for feedback	All
	Incorporate changes to create working report draft	
11:15 – 11:30	Wrap up	Coeur Group

The goal of the next Monday's session is to have the first draft of the report reviewed so Coeur Group can consolidate changes, corrections and additions prior to the final draft redline session on January 10th.

COEUR SUMMARY STATUS OF DELIVERABLES

Governance Board—Mark Peterson, Facilitator/Wes Hunsberger, Chair

Complete <input checked="" type="checkbox"/>	Deliverable	Status	Due Date and Owner	Date Completed
<input checked="" type="checkbox"/>	Team Mission Statement	completed	12/9/04	12/9/04
<input checked="" type="checkbox"/>	Weekly Status Report	completed	12/9/04	12/9/04
<input type="checkbox"/>	Develop Risk Assessment		12/23/04	
<input type="checkbox"/>	Define Barriers and Issues	completed	12/16/04	12/16/04
<input type="checkbox"/>	Conduct Risk Assessment	completed	12/21/04	
<input type="checkbox"/>	Prioritize Risk	completed	12/16/04	12/16/04
<input type="checkbox"/>	Define Mitigation Plan	Work in progress	12/21/04	
<input type="checkbox"/>	Develop Project Plan		12/23/04	
<input type="checkbox"/>	Work plan with realistic timeframes for implementation	Work in progress	12/21/04	
<input type="checkbox"/>	Implementation costs by fiscal year	Work in progress	12/21/04	
<input type="checkbox"/>	Budget Process guidelines	Work in progress	12/16/04	12/16/04
<input type="checkbox"/>	Process maps and control points		12/21/04	

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Complete <input checked="" type="checkbox"/>	Deliverable	Status	Due Date and Owner	Date Completed
<input type="checkbox"/>	Project Plan dealing with Critical applications and setting priorities for installation		12/21/04	
<input type="checkbox"/>	Resources to implement consolidation/on-going needs		12/21/04	
<input type="checkbox"/>	Installation plans (include disposition of existing hardware and software)		12/21/04	
<input type="checkbox"/>	Business requirements during transitional and final phases of consolidation		12/21/04	
<input type="checkbox"/>	Cultural Considerations		TBD	
<input type="checkbox"/>	Define barriers and issues		TBD	
<input type="checkbox"/>	Communications Plan		TBD	
<input type="checkbox"/>	Staffing Plan		TBD	
<input type="checkbox"/>	State Code Changes		TBD	
<input type="checkbox"/>	Develop Key Activities and Framework for Recommendations		12/23/04	
<input checked="" type="checkbox"/>	Define Key Activities	Complete	12/9/04	12/9/04
<input type="checkbox"/>	Define Event Horizons	completed	12/16/04	12/16/04
<input type="checkbox"/>	Define Milestones and Expected Outputs	Work in progress	12/16/04	12/16/04
<input type="checkbox"/>	Define Implementation Cost Elements	Work in progress	12/21/04	
<input type="checkbox"/>	Presentation Package for Governor		1/14/05	
<input type="checkbox"/>	Develop Executive Presentation		12/21/04	
<input type="checkbox"/>	Final Presentation Review		1/11/05	
<input type="checkbox"/>	Executive Sponsor Reviews		1/13/05	
<input type="checkbox"/>	Executive Presentation		1/14/05	

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